

**RELOCATION TAKES TIME AND STRATEGIC PLANNING!**

The matrix below illustrates the time allotments generally required for implementing a successful company relocation.

	MONTH#	FIRST		SECOND				THIRD				FOURTH				FIFTH				SIXTH				SEVENTH				
	WEEKS#	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
<b>PRIMARY OBJECTIVE</b>																												
<b>Situation Analysis:</b> Develop Requirement: Size, Layout, Budget, Location Building Class, Term, Timing																												
<b>Market Research &amp; Property Evaluation:</b> Input requirements into property database Generate building reports and photographs																												
<b>Evaluation of Alternatives:</b> Review prospective buildings & locations Tour the top building prospects Narrow alternatives down to 3-4 buildings																												
<b>RFP's &amp; Negotiation:</b> Draft Request for Proposals Review Proposals/Financial Analysis Deliver Counter Proposals/Review Responses Execute Letter of Intent																												
<b>Space Planning:</b> Initial design during proposal process Modify Plan - Generate Working Drawings Pricing of Tenant Improvements																												
<b>Lease Review:</b> Check for accuracy on business points Tenant's legal team reviews the Lease Negotiate final Lease Document																												
<b>Lease Execution:</b> Tenant and Landlord execute Leases																												
<b>Implementation:</b> Final working drawings - Building Permits Manage Construction of Tenant Improvements Coordinate Relocation																												

Occupy Space

For further information, please contact:

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